

**Indiana Professional Standards Board
External Committee for School Leaders**

Selections
September 14, 2001

Members Present: John Hill (chairperson), Ed Burkhalter, Earlene Holland, Pam Frampton, Mike Horvath, Dan Grayson, Kathy Sherman, Deb Lecklider, Sue Switzer, Fred Bechtold, Becky Libler, Peggy Hinckley, Roger Thornton, Dave Kinman (facilitator), Gary Collings (recorder)

Members Absent: Miriam Matthews, Cindy Finney, Earl Williams, Nancy Carey, Steve Heck

Staff Present: Shawn Sriver

Guests Present: Greg Ulm (ISU), Ed Cox (BSU), Betty Poindexter (IU), Marilyn Hirth (Purdue)

The External Committee for School Leaders of the Indiana Professional Standards Board convened at 9:30AM on September 14, 2001 at the MSD Washington Township Community and Education Center, Indianapolis.

1. Reports

1.1 Update - John Hill, chairperson, called the meeting to order. Shawn Sriver announced that the IPSB will reimburse mileage for members of this committee. Nancy Carey (Southwest Allen) will replace Larry Gambaiani and Pam Frampton (Purdue-Calumet) replaces Rich Roames.

1.2 Update on Administrator-in-Residence (AIR) Search & Selection - John Hill reported that the Principal-in-Residence (David Thompson) chose to resign during the summer. The position has been converted to that of Administrator-in-Residence and is now assigned to the IPSB. Applications are now being taken with the expectation of filling the position by October 1.

1.3 Charge of the External Committee for School Leaders - Dave Kinman noted that the charge of this committee has not changed from this past year. During this two year extension members are to set up and monitor a system for the Stage II Pilot Study, make recommendations for emergency permits for school leaders, provide oversight to the SLLA standards setting process for new administrators, and make recommendations for a system of continuing education.

1.4 Status of Recommendations for Emergency Permits - Shawn Sriver noted that John Hill attended the June 19 meeting of the IPSB Executive Committee and presented the following recommendations in behalf of the External Committee for School Leaders:

(a) the committee's request for a two-year extension to correspond with the length of the Stage II pilot with the following charge:

- Develop a plan for monitoring the Stage II pilot;
- Monitor the Stage II pilot;
- Complete recommendations for continuing education for administrators;
- Recommend a cut-off score for the SLLA; and
- Recommend a cut-off score for the ETS Assessment Portfolio (Stage I).

(b) the committee's recommendation for a Stage II pilot program with timeline and activities for the initial administrator's license to conclude in June 2002. The Stage II pilot will involve the mentoring process including the newly hired candidate and a three person mentoring team. The committee's recommendation included a request to waive Rules 46-47 renewal requirements for all individuals who successfully complete this pilot.

(c) the committee's recommendation for emergency permits for administrators, consistent with emergency permits for teachers, to address staffing issues in administration and supervision. The second draft of types of administrative permits and eligibility criteria was submitted.

(d) the committee's request to add a fourth recommendation that the committee be involved in the cut-off score determination for the School Leaders Licensure Assessment (SLLA).

1.5 Status of Standards Setting for the School Leaders' Licensure Assessment - Shawn Sriver reported that Judy Miller has confirmed that she has enough volunteers to participate in the October standard setting sessions. After the standard setting sessions, ETS will analyze and present suggested scores to this committee in Spring 2002. At the previous meeting, members recommended 30 representatives be selected with the following ratio:

- Nine Principals (3 elementary, 3 middle/junior high, 3 high school)
- Four Superintendents
- Four Directors of Curriculum and Instruction
- Four Directors of Career and Technical
- Four Directors of Exceptional Needs
- Four Representatives of Institutions of Higher Education

2. Status Report on Pilot 1

2.1-2.4 Problems, Purpose, Options, Role of Committee - John Hill asked what we should do to overcome the problems of Pilot Study 1. Members agreed that we should continue Pilot Study 1 and support the participants to the fullest extent. The first task of the yet to be selected Administrator-in-Residence would be to assess the status of the participants' interest in continued involvement and what level of support each will to complete his/her portfolio.

John Hill reviewed a meeting that took place this summer with IPSB staff and representatives of the four state institutions of higher education. The IPSB will be buying faculty time from each of the four universities to work along with the new Administrator-in-Residence to provide support to the Pilot Study 1 participants. This university task force can assist with assessing the status. Members agreed that we owe it to the participants to salvage Pilot Study 1 as some of them are expecting to renew licenses from their participation. The following faculty representatives have been selected for the university task force: Jim Auter (Purdue), Betty Poindexter (IU), Ed Cox (BSU), Rebecca Libler and Greg Ulm (ISU).

3. Status Report on Pilot 2

3.1 Purpose - Pilot 2 addresses the induction period including both the portfolio and mentoring aspects.

3.2 New Timeline - John Hill suggested that the new Administrator-in-Residence and the university task force create a new timeline with end points within the same framework for a future discussion by this committee.

3.3 Role of Administrator-in-Residence (AIR) - The AIR will work with the university task force as noted above.

3.4 Role of Committee - Its role and responsibilities have not changed.

3.5 Recruitment of Participants (including Mentors) - The Pilot Study 2 will involve the mentoring process including the newly hired candidate and a three person mentoring team (numbers may vary). Ten newly licensed administrators will be selected by the committee in this pilot with representation as follows:

- two superintendents (including one assistant)
- one director of curriculum and instruction
- one director of exceptional needs
- one director of career and technical education
- one elementary school principal
- one middle school principal
- one high school principal
- one assistant principal
- one additional principal (any level)

The committee's recommendation included a request to waive Rules 46-47 renewal requirements for all individuals who successfully complete this pilot.

Shawn Sriver reported that the list of volunteers to date does not cover each of the above named positions.

3.6 Recruitment of Participants for Career and Technical Education Slots - Dan Grayson described the issue as one in which most new Directors of Career and Technical Education do not hold appropriate licensure. The question is whether any such candidates should be allowed to participate in Pilot 2?

Dan Grayson advocated for latitude to use a director with as much as three years experience. From his perspective such an experienced director would be a better candidate under the circumstances.

CONSENSUS: Members endorsed the proposed exception as noted above.

John Hill suggested revisiting the framework for a Director of Career and Technical Education near the end of Pilot 2. The licensure problem seems to center on the potential lack of licensed vocational teaching personnel eligible for future licensure in district administration.

4. Continuing Education for Administrators

4.1 Continuing Education Point Value Chart - Dave Kinman and Shawn Sriver distributed a draft chart, which parallels the format for teachers, with revisions in the options. Shawn explained the five columns: Options, Maximum Points, Point Value, Required Verifications, and Criteria. A candidate must accrue 90 points over five years to renew a license. There are caps on the maximum number of points one can earn under the various options. Dave Kinman and Shawn Sriver will make revisions and add a one page summary of the standards to the chart.

CONSENSUS: Members agreed that the 90 hours earned by participants in the Indiana Principals' Leadership Academy (IPLA) over two years would be exempt from the maximum point caps under the In-service credit option as applied to license renewal.

Members discussed the need to connect license renewal via continuing education to the original standards. Members agreed that whatever option is addressed for continuing education purposes, it should be linked to one or more standards.

4.2 Continuing Education Professional Growth Plan - Shawn Sriver distributed a one page draft form. A member suggested switching Section B (Next License) and Section C (Current License). Another member proposed that artifacts be reflected in a candidate's professional portfolio.

It was suggested that the license renewal also reflect work across two or more standards. The selection of continuing education options and activities should be linked to areas of needed improvement in the Professional Growth Plan. The Professional Growth Team should determine if the candidate is addressing a balance of options across the standards.

5. Emergency Permits for Administrators

5.1 Report on Comments Made by the IPSB Executive Committee - At the June 19 session the IPSB Executive Committee accepted three of the four above recommendations. The members of the executive committee requested more rationale explaining why emergency permits are necessary for administrators. John Hill said that the primary concern of the Executive Committee was having a building administrator on an emergency permit evaluating teachers without teaching experience.

5.2 Next Steps - Members reviewed the second draft of "Emergency Permits for Administrators". It was agreed to insert the word "teaching" in the second bullet of each section to read, in essence, that the prerequisite for the emergency permit for building and district administrators would, in part, include a proficient practitioner "teaching" license.

5.2.1 Do We Want to Resubmit Recommendations to IPSB? - John Hill reminded members that they approved the provisions for the emergency permit at a previous meeting and the question may be more of when to present the expanded rationale to the IPSB. Shawn Sriver suggested that a representative from each of the five (5) administrator licensure areas present scenarios of need for emergency permits at a future meeting of the IPSB (November 21). Members agreed and John Hill and Shawn Sriver will organize the presentations by representatives.

5.2.2 What (if any) Data Can be Gathered? - Members discussed a distribution vs. availability scenario differentiating the lack of a qualified applicant from those who may hold the required license. Members noted that recruitment of qualified candidates beyond those holding a license is an increasing challenge particularly in some geographical areas of the state. Members agreed that the provisions may need to include a component that the candidate for an emergency permit has demonstrated leadership potential.

5.2.3 Presentation to IPSB - Besides the previous insertion of "teaching" to the second bullets, the following bullets were added or amended to the Second Draft paper:

- (Third Bullet) To be eligible...admitted to an approved administration and supervision preparation program [insert] LEADING TO LICENSURE AS (SPECIFY AREA).
- (Add Bullet to All Sections) After a candidate completes the emergency permit period, he/she would only be eligible for an initial license. The candidate would complete an induction period unless he/she has successfully completed an induction period for a previous building or district administrator license.
- (Expand the Fourth Bullet in each section) The superintendent of the school district would request this emergency permit [add] AND ISSUE AN AFFIDAVIT IDENTIFYING A PRECEPTOR WITH HIS/HER

CREDENTIALS, WHO WILL GUIDE THE CANDIDATE DURING THIS PERIOD.

Shawn Sriver volunteered to revise the draft paper as noted above and e-mail the revision to members.

5.2.4 Can Administrator Complete Induction During Permit Period? - The question was raised whether the administrator may complete the induction period while holding an emergency permit? It was suggested that the process established for other (teaching) emergency permits should apply. Shawn Sriver reviewed that the superintendent's signature verifies a candidate search has been conducted to no avail and that an emergency personnel situation exists. The IPSB accepts the superintendent's verification without requiring documentation. **CONSENSUS: Members agreed that once a candidate completes the emergency permit period, he/she would only be eligible for an Initial license (not Proficient).** Therefore, the candidate with an emergency permit would next need to complete the induction during the Initial license period (unless he/she had previously completed an induction period for another administrator license).

The discussion turned to alternative licensure. Dave Kinman reviewed the "transition to teaching" legislation adopted by the General Assembly effective July 1, 2002. This legislation requires both public and private institutions of higher education to enroll eligible candidates with a non-teaching degree in an alternative teacher licensure program to include appropriate field experience. The program at the secondary level is to be a maximum of 18 credit hours; the elementary program is 24 hours including six hours in reading instruction. The legislation does not address school services or administration. Dave Kinman suggested that the draft paper could be realigned as a paper for alternative pathways to licensure in contrast to emergency permits.

6. Scheduling and Planning of Future Meetings

NEXT MEETING: December 14, 2001 (9:30 AM)

LOCATION: MSD of Washington Township Community and Education Center (Indianapolis)

NOTE: Future Quarterly Meetings - March 8, 2002, June 14, 2002